**Keyboarding**

**Mr. David Combs**

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**Wiki Space Website:** <http://combsbusiness.wikispaces.com/>

**Course Description**

This course is designed to introduce students to effective keyboarding methods. The objective is to enhance their skills so that the keyboard becomes a familiar and comfortable place for the student. Plus, the course is geared to grow their skills and prepare them for the use of 21st century skills in the real world. The course will be a guided environment with a student-centered focus. The goal is to begin enhancing the technique, accuracy, and speed of the student so as to make their typing skills a strength.

**Course Objectives**

Students will identify and know locations of numbers, letters, and symbols on the keyboard.

Students will know how to use the home row as a guide and starting point for their typing skills.

Students will understand technique and posture pertaining to keyboarding.

Students will become effective and accurate when typing and creating copy.

Students will improve upon current typing skills to establish new goals for themselves.

Students will create different documents demonstrating their typing abilities.

**Course Policies/Expectations**

Students are expected to behave and conduct themselves in a manner consistent with the expectations in the Woodward-Granger Middle & High School Student/Parent Handbook. Specific classroom rules for Introduction to Business include:

* Treat others as you want to be treated.
* Students are expected to treat their classmates, teachers, and guests with respect.
* Students must be prepared for the daily activities with proper materials, completed work, and a willingness to learn.
* Students must follow the school’s Electronic Device policy. Cell Phones are **NOT** permitted at anytime during the period. During designated times and only by my discretion, I **WILL** allow the use of MP3 players/iPods. If the use of these devices becomes inappropriate, the opportunity to use these devices will be taken away.
* Students are expected to be active participants in the learning experience and work with their peers and teachers to achieve the course objectives that will prepare them for the 21st century

**Academic Integrity:** Plagiarism is the misrepresentation of another’s ideas, phrases, discourse, or works as one’s own; it is not tolerated at Woodward Granger. All assignments containing any plagiarism will result in a grade of F. Cheating on any assignments, tests, and quizzes will result in a grade of a F.

**Attendance Policy**

Attendance is critical to the student’s success in the classroom. The student will be expected to arrive on time and be prepared for the day’s activities.

Tardiness to the class is **NOT** acceptable. If the student is tardy, the issue will follow the school policy listed below.

**1st tardy: The teacher and office will record the tardy.**

**2nd tardy: one detention**

**3rd tardy: two detentions**

**4th tardy: three detentions**

Subsequent tardies: A Saturday school is assigned. An in-school or out-of-school suspension may also

be assigned.

**Weights for Grading**

Assessments – 65%

Daily Work – 30%

Completion – 5%

**Woodward – Granger Grading Scale**

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| --- | --- |
| **A** 94-100  **A-** 90-93  **B+** 87-89  **B** 84-86  **B-** 80-83  **C+** 77-79 | **C**  74-76  **C-** 70-73  **D+** 67-69  **D**  64-66  **D-** 60-63  **F** 0-59 |